



REFRESHMENT POLICY

Renters of the Glendale Public Library's meeting rooms may serve light refreshments in connection with their events.

There is a \$37 non-refundable reception fee required for permission to serve refreshments. The kitchen and serving areas must be left clean within the allotted time of rental.

No food may be taken into the public areas of the Library. No alcoholic beverages may be served or presented except as outlined in the Alcohol Policy and upon approval of the Alcohol Permit and payment of the Alcohol Permit Fee.

The Central Library will provide two six foot tables for serving refreshments. The tables must remain in the meeting room. All food, preparation, and serving equipment must be provided by the renter.

Renter is responsible for set-up and clean-up of the reception area. City of Glendale staff will set-up room prior to event and remove tables and trash containers only.

Each Library has a small kitchen facility which may be used for limited preparation and cleanup. Caterers may use facilities or a catering truck on city property with approval of Library Director and in coordination with Library staff. Authorized representative must seek approval of the Library Director in order to coordinate.

Renters scheduling events during Library business hours must understand that kitchen facilities are intended for the use of Library staff and agree to follow instructions of Library staff so that staff use and event use are coordinated.

Renters agree that serving of refreshments is solely the responsibility of the renter and that Library staff will not be available to provide assistance.

Renters who do not pay the reception fee and then serve food will be charged the reception fee.

Renters not following this policy may forfeit their right to use the room in the future.

I have read this agreement and will take full responsibility for meeting the terms of the Refreshment Policy.

Signature of Authorized Representative

Name Printed

Name of Organization

Date of Event

☐ Payment Enclosed

☐ Payment Received

Date

Staff Name



MEETING ROOM SCHEDULE OF FEES

LOCATION	SEATING	RENTAL HOURS	GLENDALE NON-PROFIT	NON- PROFIT	GLENDALE INDIV. AND COMM- ERCIAL	NON- GLENDALE INDIV. AND COMM- ERCIAL	FEE DESCRIPTION
Central Library Auditorium	230	M-F: 8 AM - Midnight	\$156	\$183	\$218	\$281	for 3 hours
222 E. Harvard St. 2 nd Floor		Saturday 9 AM - Midnight	\$52	\$57	\$72	\$94	for each additional hour
Stage Dimensions: 12 ft. d x 28 ft. w (29 ft at rear of stage)		Sunday 12:30 PM - Midnight	\$52	\$52	\$52	\$52	Additional fee for closed hours
Table seating for 80-120			\$104	\$104	\$260	\$260	Ticketed Event Fee (<100)
For reservations call:			\$204	\$204	\$521	\$521	Ticketed Event Fee (>100)
(818)548-2030, Monday – Friday, 9 AM to 5 PM							\$52 Rehearsal Fee (up to 2 consecutive hours)
Central Library Main Room		M-Th: 8 PM - Midnight	\$2,000	\$2,500	\$2,000	\$2,500	for up to 6 hours
222 E. Harvard St.		Friday, Saturday 6 PM - Midnight	\$300	\$400	\$300	\$400	for each additional hour
For reservations call:		Sunday 5:00 PM - Midnight					
(818)548-2030, Monday – Friday, 9 AM to 5							
Central Library Conference Rooms	8 – 10	LIBRARY OPEN HOURS			\$20	\$30	per hour/ based on availability
Brand Library Recital Hall	110	HOURS LISTED BELOW	\$156	\$183	\$218	\$287	for 3 hours
1601 W. Mountain St.			\$52	\$57	\$72	\$94	for each add. hour
Stage dimensions: 9 ft. d x 28 ft. w (23 ft at rear of stage)			\$79	\$79	\$79	\$79	2nd Piano rental/per event
For reservations call:			\$104	\$104	\$260	\$260	Ticketed Event Fee
(818)548-2051, during library open hours							\$52 Rehearsal Fee (up to 2 consecutive hours)
NOTE: Rental Hours: Sun & Mon: 9 AM to 9 PM, Wed: 6:30 PM to 9:30 PM, Fri & Sat: 5:30 PM to 9:30 PM							
Recitals for fulfillment of a degree requirement will be charged the non-profit rate. This would include BM, MM and DMA students.							
Students must provide a letter from their faculty member who they are studying with confirming the recital's degree requirement along with proof of current institutional affiliation (i.e. student id).							
Brand Library Art Galleries	250	LIBRARY CLOSED HOURS	\$2,083	\$2,604	\$2,083	\$2,604	for 6 hours
The City of Glendale does not rent gallery or other space at the Brand Library for art exhibitions. The gallery space is available to rent for non-art events on a case-by-case basis. Rental includes 4000 square foot gallery space, use of Recital Hall, Sculpture Court, and kitchen facilities.							
Please call (818)548-2010 for further information.							
Brand Library Courtyard			\$100	\$125	\$100	\$125	per hour (3 hour minimum)

PLEASE NOTE:

Fees are effective through June 30, 2014 and are subject to change.

RECEPTION FEE: There will be a \$37.00 Reception Fee at all branch sites when food is served at event and/or for use of a kitchen.

ALCOHOL PERMIT FEE: There is a \$100 permit fee to serve alcohol at events meeting criteria outlined in the Alcohol Policy.

TICKETED EVENT: Applies to an event where attendance is limited to paid ticket holders or to attendees paying an admission charge or mandatory donation.

Fees are effective through June 30, 2012 and are subject to change.

MAINTENANCE FEE: There is a \$37 Maintenance Fee at all sites for set up and staffing.

SALE OF NON-FOOD MERCHANDISE: There is a \$153 fee to be able to sell merchandise at library facility.

AVAILABILITY: These facilities are available for rental after hours subject to staffing availability and library operations. Contact site for Library Open Hours.

PARKING: Parking at all meeting room sites is limited during Library business hours. Except for events at the Brand Library, where parking is ample, users should make arrangements to locate nearby parking for attendees. Staff at each site can assist you.



MEETING ROOM SCHEDULE OF FEES

LOCATION	SEATING	RENTAL HOURS	GLENDALE NON-PROFIT	NON- PROFIT	GLENDALE INDIV. AND COMM- ERCIAL	NON- GLENDALE INDIV. AND COMM- ERCIAL	FEE DESCRIPTION		
Chevy Chase Branch Library 3301 E. Chevy Chase Dr. For reservations call: (818)548-2030, Monday – Friday, 8 AM to 5 PM	200	LIBRARY CLOSED HOURS	\$150 \$50 \$35 \$100 \$100		\$210 \$70 \$35 \$250 \$500	\$275 \$90 \$35 \$250 \$500	for 3 hours for each add. Hour Maintenance Fee Ticketed Event Fee (<100) Ticketed Event Fee (>100) \$35 Reception Fee		
				<table><tr><th>NON- PROFIT</th><th>COMMER- CIAL</th></tr></table>	NON- PROFIT	COMMER- CIAL			
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Casa Verdugo Branch Meeting Room 1151 N. Brand Blvd. For reservations call: (818)548-2047, Monday – Thursday, 1 PM to 5 PM	35	LIBRARY OPEN HOURS OR BASED ON STAFF AVAILABILITY		\$15 \$27	\$32 \$42		per hour when open per hour when closed 2 hr. min/Open Days 3 hr. min./Closed Days		
Montrose-Crescenta Branch Meeting Room 2465 Honolulu Ave., Montrose For reservations call: (818)548-2048, Monday – Thursday, 1 PM to 5 PM	75	LIBRARY OPEN HOURS OR BASED ON STAFF AVAILABILITY		\$15 \$27	\$32 \$42		per hour when open per hour when closed 2 hr. min/Open Days 3 hr. min./Closed Days		
Library Connection @ Adams Square 1100 E. Chevy Chase Dr. For reservations call: (818)548-3833, Monday – Thursday, 1 PM to 5 PM	50	LIBRARY CLOSED HOURS		\$27	\$42		per hour when closed 2 hr. min/Open Days, Closed Hours 3 hr. min./Closed Days		

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Insurance Requirement for all rentals:

Commercial General Liability (“CGL”) (primary).

City of Glendale, and its employees and agents shall be added as additional insured and an endorsement will be required. Coverage shall apply on a primary, non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to City of Glendale or any employee, representative or agent of City of Glendale. Coverage shall not be limited to the vicarious liability or supervisory role of any additional insured. CGL insurance must not be written for less than the limits of liability specified as follows:

- ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury (including accidental death) to any one person;
- ONE MILLION DOLLARS (\$1,000,000) per occurrence for personal and advertising injury to any one person;
- ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage; and
- TWO MILLION DOLLARS (\$2,000,000) general aggregate limit.